

COUNTY OF BERKS

Purchasing Department

Berks County Services Center, 633 Court Street, Reading, PA 19601

Tel: 610-478-6168 Fax: 610-898-7404

Kelly A. Laubach, CPPB, Director of Contracts and Procurement

NOTICE TO PROPOSERS

Addendum #1 – February 24, 2025

Re: Request for Proposal #25-02-GR – Career Building Workforce Training Opportunity for the Pennsylvania CareerLink® Berks County

This Addendum should consist of a total of 6 pages. If you have not received this Addendum in its entirety, please contact the County of Berks Purchasing Department at (610) 478-6168.

The County hereby amends the above noted Request for Proposal (RFP) as indicated herein. All other details of the RFP remain unchanged. **Language that is underlined denotes that which has been added. Language that has been stricken denotes that which is hereby removed.**

A pre-proposal conference was held on February 12, 2025 at 10:00 AM via Microsoft Teams. The following firms/agencies were represented at the meeting:

- | | |
|---------------------------|-----------------------------------|
| • Amber Columbo | Berks Workforce Development Board |
| • Dan Fogarty | Berks Workforce Development Board |
| • Megan Noll | Berks Workforce Development Board |
| • Rory Stevenson | Berks Workforce Development Board |
| • Benjamin Figueroa | BroPaK! LLC |
| • Vania Miller | Compassionate Consultants |
| • Peggy Kershner | Connections Work |
| • Jason Mensch | Connections Work |
| • Nikki Schnovel | Connections Work |
| • George Rodrigues | County of Berks |
| • Nick Shirk | Educational Data Systems, Inc. |
| • Amanda Richards | Helping Harvest Food Bank |
| • Jen Bauman | Helping Harvest Food Bank |
| • Chantelle Fitzgerald | Mindset Strategies LLC |
| • Myra Brown | NWON Opportunities LLC |
| • Erica Kunkel | Penn State Berks |
| • Jeff Bullock | Prism AI Consultants |
| • Sheena Gacus | Prism AI Consultants |
| • Rhonda Hudak | Reading Area Community College |
| • Terri Melcher | Reading Area Community College |
| • Violet Emory | Tec Centro Berks |
| • Tiffani Donaldson-Berry | The Ladipo Group |

The following statements were made at the start of the pre-proposal meeting:

- Sign up via the County's website on the Purchasing page to receive notices of future RFP issuances as well as notification of issuance of addendums.

- In accordance with Section One, Clause 1.5, Proposers shall carefully review this RFP for defects, inconsistencies or ambiguities. Comments concerning defects, inconsistencies or ambiguities must be made in writing and received by the RFP's point-of-contact (see cover page), at least ten (10) business days prior to the Proposal Deadline. This will allow for the issuance of any necessary addenda. All questions must be in writing and directed to the RFP's point-of-contact. This RFP cannot be modified except by a written addendum issued by the County. The decision on whether an addendum is required shall be made by the County in its sole discretion. If an addendum is issued, it will be provided to all parties who were provided a copy of the RFP by the County's Purchasing Department.
- An addendum will be issued to respond to any and all questions and clarifications submitted and/or identified as needed by the County.
- Follow the instructions in Section 5, which will identify all the proposal submission requirements. Remember that requested changes to the terms and conditions are considered within the evaluation committee members scoring during the evaluation process.
- Attachment A, Clause 9 Insurance – Please review carefully with your agency/broker to ensure that you meet or exceed all the limits and the endorsements identified therein.

Clarification 1

Section Two – Method of Vendor Selection

2.1 Interviews with Short List Firms

The County may, in its sole discretion, elect to conduct virtual interviews with one or more Proposers. The purpose of an interview will be to clarify and assure the Proposer's full understanding of, and responsiveness to, the solicitation requirements. Revisions to a Proposal may be permitted after submission and before the County's execution of the Agreement for the purpose of obtaining best and final offers with the County's approval. The individual identified in the Proposal as the Program Manager, must be in attendance at the interview.

Clarification 2

Section Two – Method of Vendor Selection

- 2.3.1 If the County elects to award the Agreement(s) pursuant to this RFP, it intends to award the Agreement(s) to the responsible and responsive Proposer(s) whose Proposal is determined to provide the best overall value to the County. The County intends to award a one-year Agreement term with the option of extending the term of the Agreement(s) for an additional program year upon the mutual agreement of the parties. If goals are met and/or exceeded, the Vendor(s) may be asked to submit a program narrative revision and/or a budget modification request. Renewal may be granted for the subsequent program year based on training need, past performance, and the availability of funds. The Vendor(s) should be prepared to begin work on July 1, 2025.

Section Two – Method of Vendor Selection

- Q3:** Is the awarded Proposer(s) expected to build partnerships post-award?
A3: The awarded Proposer(s) may build partnerships post-award, however, as per Section Two, Clause 2.3.1., the term of the agreement shall be for one (1) year.

Section Four – Scope of Work

- Q4:** Who is the current contract holder?
A4: This is a new program and does not have a current holder. Section 4, Scope of Work, contains the program goals and objectives.

Section Four – Scope of Work

- Q5:** Are Proposers required to be based in Berks County or Pennsylvania?
A5: There are no restrictions regarding the location of proposers, but services shall be performed within Berks County as per Section Four, Scope of Work.

Section Four – Scope of Work

- Q6:** Are there any aspects where innovative approaches or technology-based solutions would be viewed favorably?
A6: The approach used by the Proposer shall be for the purpose of upskilling underemployed adults in Berks County and meet the program goals and objectives listed in Section Four, Clause 4.3. Technology-based solutions shall be viewed as appropriate to meet the program goals and objectives.

Section Four – Scope of Work

- Q7:** How many trainees are expected?
A7: The Proposer shall determine their goal for the number of trainees based on the program goals and objectives found in Section Four, Clause 4.3.

Section Four – Scope of Work

- Q8:** What is the process for recruitment?
A8: The Proposer shall determine the process to recruit trainees from within Berks County to meet the program goals and objectives found in Section Four, Clause 4.3.

Section Four – Scope of Work

- Q9:** Are there curriculum requirements?
A9: The Proposer shall create the curriculum with the understanding that it shall align with the industries referenced in Section Four, Clause 4.3.2.

Section Four – Scope of Work

- Q10:** Are Proposers expected to have connections within the required industries referenced in Section Four, Clause 4.3.2?
A10: Proposers may include any connections with the required industries referenced in Section Four, Clause 4.3.2 in their technical proposal. However, the focus should be on employment training and not employer connections.

Section Four – Scope of Work

Q11: Are there known skill gaps in the required industries?

A11: Section Four, Clause 4.3.3, speaks to the skill gaps and industry-recognized credentials of the required industries.

Section Four – Scope of Work

Q12: May a group of organizations partner to submit a proposal?

A12: A Proposer may utilize the services of other firms to provide services, however, as per Section Four, Clause 4.3.7, Proposals from consortia, partnerships or other combinations of organizations shall identify one (1) organization as the lead agency and prime contractor and specify the assignment of subcontracting relationships that are contemplated.

Clarification 13

Section Four – Scope of Work

4.4.1.3.2. While proposals should be targeted to the five (5) groups listed above, not all participants must come from the targeted populations. However, all individuals enrolled in the program shall meet Workforce Innovation and Opportunity Act (WIOA) Title I Adult eligibility. Eligibility includes the following elements:

4.4.1.3.2.1. Age 18 or over.

4.4.1.3.2.2. Must have documentation to meet I-9 work requirements.

4.4.1.3.2.3. Males must meet Selective Service requirements.

4.4.1.3.2.4. A WorkKeys assessment through the Title I provider at the PA CareerLink® or an alternate assessment that meets WIOA guidelines and is preauthorized by the WDB.

Section Four – Scope of Work

Q14: What involvement will the awarded Proposer(s) have with the Berks County Workforce Development Board?

A14: The awarded Proposer(s) shall coordinate and work closely with PA CareerLink® Berks County WIOA Title I staff as per Section Four, Clause 4.4.2.3.1.

Section Four – Scope of Work

Q15: Is the Proposer responsible for creating the curriculum?

A15: Yes, the Proposer shall create the curriculum based on the requirements found throughout Section Four, Scope of Work, in particular Clause 4.4.3.2.3.

Section Five – Proposal Format and Content

Q16: Are proposals meant to be submitted as both a hard copy and a thumb drive?

A16: Yes, as per Section Five, Clause 5.1.1, proposals shall be submitted with one (1) original printed on 8½” x 11” paper, and one (1) electronic copy on a CD or thumb drive.

Section Five – Proposal Format and Content

Q17: Are for profit firms eligible to submit a proposal?

A17: Yes, for profit firms are eligible to submit a proposal. All Proposers are required to state their entity’s type of organization as per Section Five, Clause 5.5.1.5.

Section Five – Proposal Format and Content

Q18: If a Proposer does not yet have their 2024 audited annual report, may they submit their 2023 audited annual report?

A18: Yes, the Proposer shall submit their most recent audited financial information as listed in Section Five, Clause 5.5.1.7.

Clarification 19

Section Five – Proposal Format and Content

5.5.3.1 Identify the program manager and submit this individual’s credentials (work/program experience and education), evidencing the experience required in Section 4.5.2 herein. Include a resume and job description for this individual. State to whom the management ~~contract~~ contact will report and the percentage of time they will devote to the program. List the names and titles of your planned program team members and describe their individual levels of experience and expertise with this type of program, evidencing the experience required in Section 4.5.2 herein. Provide a resume and job description for each position including to whom the position will report and percentage of time to be devoted to the program. Briefly describe how the administrative structure will ensure performance of the proposed workforce development program Include an organizational chart showing the reporting structure of the team members.

Section Five – Proposal Format and Content

Q20: What is meant by past experience with any organization other than WDB as requested in Section Five, Clause 5.5.3.5?

A20: The requested information regarding past experience with any organization other than WDB is a follow-up to the request for information found in Section Five, Clause 5.5.3.4.

Clarification 21

Section Five – Proposal Format and Content

5.5.3.12. How will participants be assessed for eligibility?

5.5.3.12.1. Describe any assessments your firm currently utilizes, if any, that could be used as an alternate to a WorkKeys assessment.

Section Five – Proposal Format and Content

Q22: What is the process referenced in Section Five, Clause 5.5.3.21?

A22: In Section Five, Clause 5.5.3.21, the Proposer shall describe their current process used to ensure that employer contacts are documented accurately and reported timely.

Clarification 23

Section Five – Proposal Format and Content

~~5.5.3.26—Indicate your understanding of the contracting process and your ability to operate the program utilizing the method of payment applied to this proposal. Reserved as redundant to 5.5.2.4.~~

Section Five – Proposal Format and Content

Q24: Is Clause 5.5.3.29 of Section Five applicable?

A24: Yes, Section Five, Clause 5.5.3.29 is requesting the Proposer's process to supplement workforce due to greater demand or to replace staff who are unable to work. This is to ensure the Proposer has a process in place in the event key staff leave Proposer's employment.

Clarification 25

Section Five – Proposal Format and Content

~~5.5.3.30—How does your firm plan to execute the services while following required Commonwealth of Pennsylvania requirements and CDC social distancing requirements? Identify software programs and electronic mechanisms and process you will utilize to provide these services. Reserved as no longer applicable.~~

Section Five – Proposal Format and Content

Q26: Is there a limit on the number of subcontractors used?

A26: There is no limit on the number of subcontractors used. Subcontractors shall be identified in accordance with the requirements listed in Section Five, Clause 5.7.

Attachment G – Accessibility Checklist

Q27: Does the Proposer determine the training location(s)?

A27: Yes, the Proposer determines the location(s) to be used for training. The location(s) shall be accessible as determined by Attachment G, Accessibility Checklist.

Should you have any questions regarding this Addendum, please contact George M. Rodrigues, Deputy Director of Contracts and Procurement, at (610) 478-6168 ext. 6270 or grodrigues@berkspa.gov.